Skype Protocols  
for the Classroom

Skype has tremendous potential for classroom use. The use of Skype is an alternative for schools that do not have access to CVC equipment. For classroom purposes, Skype shall only be used for video conferencing. With Skype, teachers and their students are able to connect with and partner with other classrooms/schools. Students in all subjects can make presentations and classrooms in different districts (or different countries) could collaborate on a project using Skype.

**For this technology to be used for appropriate educational purposes, it is imperative that the teacher maintain high standards of security.**

* The teacher will be the only one to create a Skype account with a user name. The user name shall be firstname.lastname\_jdpsb
* The teacher will keep passwords secure and will not disclose them.
* NO STUDENTS are to initiate a Skype video conference.
* The teacher must be present during the entire conferencing session.
* If student names are used, only first names will be given. No last names shall be disclosed in any Skype session.
* Student’s phone numbers, email addresses or other family members will not be disclosed in any Skype session.
* Only trained and authorized faculty shall be allowed to conduct Skype sessions.
* When webcam is not in use, the lens shall be covered. (Mandatory)
* If any student or teacher violates any of these protocols, he/she will be considered in violation of the Acceptable Use Policy (AUP).
* *Remember if you do not take proper precautions, confidentiality can be easily compromised. When conferencing, the person you see may not be the only one in the room. Use of headphones or closing a door may be the difference between a positive experience and a negative one.*

After attending Skype training, I have received and understand the protocols and procedures for using Skype in Jefferson Davis Parish Schools.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_